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| **Job** | **Person taking Responsibility in completing it** | **Person who completed it and date completed** |
| Create flyers |  |  |
| Write several different announcements to be used in various places/sites/etc |  |  |
| Distribute flyers throughout school |  |  |
| Distribute flyers in town |  |  |
| Distribute flyers |  |  |
| Distribute flyers |  |  |
| Distribute flyers |  |  |
| Distribute flyers |  |  |
| Post announcements on Facebook |  |  |
| Post announcements on Twitter |  |  |
| Post announcements on Tumbler |  |  |
| Text friends |  |  |
| Morning announcement |  |  |
| PPT slide for announcement loop |  |  |
| Speak with Ms Mattson about putting up info on marquee |  |  |
| Announce at other venues |  |  |
| Put signs around school |  |  |
| Speak in homerooms |  |  |
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